Policy Coverage:

1. Decision points in the conduct of make-up classes due to class suspension and cancellations
2. Compensation of full-time and part-time faculty members during make-up classes due to class suspension and cancellations

Policy Rationale:

Due to the tight school calendar associated with a trimestral system, the College reserves the right to require institutional make-up classes in order to maintain the quality and scope of instruction. To clarify and distinguish make-up classes:

1. Ordinary make-up classes – This refers to make-up classes initiated by faculty members to cover for absences.
2. Remedial classes – This refers to classes conducted by faculty members over and above the 39-hour contact time requirement in the part-time teaching contract to complete the course requirement.
3. Institutional make-up classes – This refers to make-up classes initiated by the College due to school day cancellations brought about by declared special holidays, floods and/or typhoons, fortuitous events, and the like.

Decision Process for Determining the Type of Make-up Classes:

1. OVPA determines the scope of class cancellations and its impact in the academic administration of the College.
2. OVPA may opt for either of the following two options:
   a. Faculty members may conduct remedial classes as deemed fit to complete the topical scope of courses handled.
   b. The College will declare an institutional make-up class and require all faculty members to comply with the schedule to be released by the College. The institutional make-up classes may cover class sessions or final examination schedules.

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Conduct Of Make-up Classes Due To Class Suspension Or Cancellations

Policies and Implementing Guideline Covering Institutional Make-up Classes under 2(b):

1. All institutional make-up classes conducted during holidays and rest days will be entitled to premium pay as stipulated in the Labor Code. To reiterate: (1) regular holidays – 100% premium, and (2) special holidays and Sundays – 30% premium, and (3) special holiday falling on a rest day – 50% premium. Premium pay entitlement covers full-time and part-time faculty members.

2. For institutional make-up classes declared on the same day when classes were suspended, the following conditions hold:
   a. Part-time faculty members will be entitled to full hourly compensation for services rendered plus premium pay if applicable.
   b. Full-time faculty members are not entitled to additional compensation since full-time faculty members are considered salaried employees. However, if the institutional make-up class falls on holiday or Sunday, the corresponding premium pay applies.
   c. Faculty members, regardless of status, absent during that day will be marked absent by the Registrar’s Office. However, no salary deduction will apply.
   d. If a part-time faculty member conducts a make-up class on an alternative date, the appropriate compensation will be paid. However, the corresponding absence shall be maintained in the record of the faculty.
   e. If a full-time faculty member conducts a make-up class on an alternative date, no additional compensation shall be paid. However, the corresponding absence shall be maintained in the record of the faculty.

Example: 25 February, People Power Memorial falls on a Tuesday and was declared a special holiday and an institutional make-up class was declared on another day that also falls on a Tuesday, conditions under this section is applied.

3. For institutional make-up classes declared on the day different from when classes were suspended, the following conditions apply:
   a. Compensation conditions stipulated in No. 2a to 2c would apply.
   b. If a part-time faculty member conducts a make-up class on an alternative date, the appropriate compensation will be paid and no corresponding absence shall be maintained in the record of the faculty.

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c. If a full-time faculty member conducts a make-up class on an alternative date, no additional compensation shall be paid and no corresponding absence shall be maintained in the record of the faculty.

Example: 25 February, People Power Memorial falls on a Tuesday and was declared a special holiday and an institutional make-up class was declared on another day that falls on a Wednesday, conditions under this section is applied.

Combination application of conditions under 2 and 3: 25 February, People Power Memorial falls on a Tuesday and was declared a special holiday and an institutional make-up class was declared on a Thursday. All Thursday classes that are similar with the Tuesday schedule under a TH scheduling scheme will follow conditions stipulated in 2. On the other hand, schedules that are unique to the TH schedule scheme will follow conditions under 3.

Policies and Implementing Guidelines using a Buffer Scheduling Scheme:

1. The College may develop a school calendar that includes buffer dates to anticipate special holidays that are regularly declared by Malacañang Palace.

   Example: 25 February, People Power Memorial, is not published as a special holiday in the next year. The College may program its calendar as follows: (a) reflect 25 February as a special holiday, and (b) program another date such as 09 April following a Monday schedule.

2. Conditions of application:
   a. If Malacañang Palace declares 25 February as a special holiday, the 09 April buffer will serve as the alternative date of class. The following are applied: (a) faculty members will not be compensated for 25 February, (b) faculty members will be compensated and required to attend the 09 April buffer schedule, (c) since 09 April is a Wednesday in lieu of 25 February Monday, rules under the combination example applies.

   b. If Malacañang Palace does not declare 25 February as a special holiday, the 09 April buffer will serve as a free day.

3. The buffer scheduling system allows the College to provide for the completion of the 42-hour teaching contract provision and the income associated.

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